

# Mississippi Riverwood Associates, Inc.

## Tree Trimming & Removal Request Procedure

**Procedure number 14-008**

**Version 1**

**Drafted by P&P Committee**

**Approved by the BOD on**

**Responsible Person Operations Manager**

**Scheduled review date**

### **Responsibilities**

The MRAI Board of Directors has the responsibility to manage the affairs of the Park. Maintenance of the park is part of that responsibility which includes trees, shrubs and plants. The Board of Directors has the responsibility for compliance with conditions in the Conditional Use Permit (CUP) and the maintenance of the park as outlined in MRAI rules.

### **The CUP states:**

No cutting of trees in excess of four inches in diameter at four feet high within 100 feet of the OHWM is allowed in the Wild and Scenic District except by city permit as regulated by Section 20-74-10 of the Otsego Zoning Ordinance.

### **The MRAI rules provide direction for the maintenance and or removal of Trees, Plants and Shrubs as listed below.**

#### **M. TREES, SHRUBS, PLANTS Prior Approval Necessary**

1. The Board of Directors will set guidelines for the cutting of shrubbery on the common area and cutting or trimming of trees on individual lots or the common areas.
2. All landscaping, including gravel or fill dirt, must have prior approval by the Board of Directors due to underground utility cables and wires and adherence to Department of Natural Resources (D.N.R) and City of Otsego restrictions. All landscaping becomes the property of the association.
3. Members are responsible for routine maintenance and care of shrubs and plants on their lots. M.R.A.I. is responsible for care and cutting of plants and trees in the park.
4. Plantings along lot lines must be far enough apart to allow free movement of air between lots. Any such plantings must be placed far enough inside lot lines that subsequent growth will not infringe on neighboring lots. For flowers and small shrubs, 18 inches will be used as a "rule of thumb" when approving Lot Improvement Permits.

5. Trimming of trees on individual lots must be pre-approved and/or supervised by the board or their representatives.

6. If in cutting a tree on your own lot, you should damage your neighbor's property, you may be held liable. Check with your insurance agent. If actual damage occurs or if there is a possibility of tree root damage to structures on shareholders' lots, any costs would be the individual shareholder's responsibility. Shareholders need to consider the location of patios, screen houses, sheds etc. in relationship to the position of trees. Root pruning by the shareholder could be a method for avoiding damage.

7. The trees are park property; therefore, M.R.A.I. is responsible for the care, maintenance and felling of all trees. All wood must remain in the park. If a tree is cut on an individual lot, the member identified with that lot has first choice of the wood. They may use it on their own lot, give to other members, or give it for common area use. Exception: cutting of trees on their individual lots requested by a member must be pre-approved and will be the financial responsibility of that member.

## **Procedure**

### **Tree Trimming**

Prior to any trimming of trees on a member's lot, the member must get permission from the Operations Manager or designee prior to trimming. Once approved, if the member can't accomplish the work themselves the Operations Manager will arrange for the work to be done.

### **Tree cutting and Removal**

If a member identifies or needs a tree removed, prior approval from the Operations Manager or designee must be obtained. The Operations Manager will determine if the tree can be removed based on MRAI rules and guidelines and who has the financial responsibility for the removal.

### **MRAI Trimming or Removal Form**

Members should fill out a Trimming or Removal form in order to get permission and to establish a record of request. Give the form to Operations Manager or a member of the Board of Directors. The forms are located in the clubhouse

## **Attachments**

Tree Trimming & Removal Request Form

### **Authorization**

By the Board of Directors

\_\_\_\_\_, President

Date \_\_\_\_\_